

Annexure 1 - General Information-Concept Notes
Ambassadors Fund for Cultural Preservation (AFCP) 2022
Concept Notes Grants Program

The U.S. Mission to Maldives ("the Mission") announces an open competition for organizations to submit concept notes applications for funding through the U.S. Ambassadors Fund for Cultural Preservation (AFCP) to implement individual projects to preserve cultural heritage. Issuance of this funding opportunity does not constitute an award commitment on the part of the U.S. government. Full implementation of this program is subject to the availability of funds. Please follow all instructions below.

The AFCP Grants Program supports the preservation of archaeological sites, historic buildings and monuments, museum collections, and forms of traditional cultural expression, such as indigenous languages and crafts.

1) Appropriate project activities may include:

- a) Anastylis (reassembling a site from its original parts);
- b) Conservation (addressing damage or deterioration to an object or site);
- c) Consolidation (connecting or reconnecting elements of an object or site);
- d) Documentation (recording in analog or digital format the condition and salient features of an object, site, or tradition);
- e) Inventory (listing of objects, sites, or traditions by location, feature, age, or other unifying characteristic or state);
- f) Preventive Conservation (addressing conditions that threaten or damage a site, object, collection, or tradition);
- g) Restoration (replacing missing elements to recreate the original appearance of an object or site, usually appropriate only with fine arts, decorative arts, and historic buildings);
- h) Stabilization (reducing the physical disturbance of an object or site).

2) Funding

Pending availability of funds, awards will range from \$10,000 to \$500,000.

3) Sites and Objects Having a Religious Connection:

The establishment clause of the U.S. Constitution permits the government to include religious objects and sites within an aid program under certain conditions. For example, an item with a religious connection (including a place of worship) may be the subject of a cultural preservation grant if the item derives its primary significance and is nominated solely on the basis of architectural, artistic, historical, or other cultural (not religious) criteria.

4) Definition for Eligible Project Implementers:

Eligible implementers may include non-governmental organizations, museums, educational institutions, ministries of culture, or similar institutions and organizations, including U.S.-based educational institutions and organizations subject to Section 501(c)(3) of the tax code. **The AFCP will not award grants to individuals, commercial entities, or past award recipients that have not fulfilled the objectives or reporting requirements of previous awards.**

5) Round 1 – Concept Note

Please follow all instructions below carefully. Failure to furnish all information or comply with stated requirements may lead to the Concept Note's disqualification for consideration. Applicants must set forth accurate and complete information as required by reference to the attached Notice of Funding Opportunity (NOFO).

Mandatory Requirements:

- a) Executive summary, Project approach, including working title, anticipated project length (in months), location/site, and project cost estimate (amount requested from AFCP; in U.S. dollars);
- b) Project implementer information and capacity, including name and SAM registration status;
- c) Project purpose that summarizes the objectives, proposed activities, and desired results (2,000 characters maximum).
- d) Five (5) high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site, collection, or tradition and show the urgency or need for the proposed project (collapsing walls, water damage, etc.).

6) Cost Sharing and Other Forms of Cost Participation:

There is no minimum or maximum percentage of cost participation required.

7) Funding Restrictions:

AFCP does not support the following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:

- a) Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of application;
- b) Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.);
- c) Preservation of hominid or human remains;
- d) Preservation of news media (newspapers, newsreels, radio and TV programs, etc.);
- e) Preservation of published materials available elsewhere (books, periodicals, etc.);
- f) Development of curricula or educational materials for classroom use;
- g) Archaeological excavations or exploratory surveys for research purposes;
- h) Historical research, except in cases where the research is justifiable and integral to the success of the proposed project;
- i) Acquisition or creation of new exhibits, objects, or collections for new or existing museums;
- j) Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example);
- k) Commissions of new works of art or architecture for commemorative or economic development purposes;
- l) Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances;
- m) Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist;
- n) Relocation of cultural sites from one physical location to another;
- o) Removal of cultural objects or elements of cultural sites from the country for any reason;
- p) Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation,

documentation, or public diplomacy effort;

q) Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies;

r) Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund);

s) Costs of fund-raising campaigns;

t) Contingency, unforeseen, or miscellaneous costs or fees;

u) Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the Grants Officer;

v) International travel, except in cases where travel is justifiable and integral to the success of the proposed project or to provide project leaders with learning and exchange opportunities with cultural heritage experts;

w) Individual projects costing less than US \$10,000 or more than \$500,000;

x) Independent U.S. and foreign projects overseas that do not have a local partner or a preexisting formal agreement with the national cultural authority in the specified country to conduct cultural heritage preservation activities.

8) Guidelines for Budget Justification:

Applicants submitting concept notes must send a budget summary which consist of the below line items. Please use Annexure 2 - AFCP2022-Budget format for this purpose.

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“Cost Sharing” refers to contributions from the organization or other entities other than the Mission. It also includes in-kind contributions such as volunteers’ time and donated venues.
Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.

9) DUNS Number and SAM Registration:

Potential implementers must obtain a unique entity identifier, such as a DUNS number to be eligible to submit Concept Notes and be registered in SAM.gov to receive U.S. federal assistance. The registration process can take several weeks to complete so it is important to avoid any delay. If a project is selected for an award and the registration is not completed, the award could be delayed to the next FY, pending the availability of funding. All organizations applying for grants must ensure to have active registration status. If an applicant has not fully complied with the requirements by the time the Department is ready to make a Federal award, the Department may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

DUNS number and SAM.gov account applications are free of charge.

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx> Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email NCAGE@dlis.dla.mil - for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto:

<https://www.sam.gov>. Applicants must be registered in SAMS before submitting an application. SAM registration must be renewed annually.

10) Deadline to send Concept Notes:

Potential applicants may send **Concept Notes** now for consideration to ‘**Grants Applications Manager**’ at MaldivesPDGrants@state.gov **before the final closing date on December 8, 2021 (11:59 p.m. Male’ time)**. NO EXCEPTIONS WILL BE MADE FOR LATE SUBMISSIONS. It is the responsibility of the applicant to ensure that a **Concept Note** has been received in its entirety.

The Mission bears no responsibility for Concept Notes not received before the deadline or for data errors resulting from transmission.

11) Disclaimer:

Issuance of this funding opportunity does not constitute an award commitment on the part of the AFCP

program or the U.S. government. The Mission reserves the right to waive program formalities and to reduce, revise, or increase project scopes and budgets in accordance with the needs of the program and the availability of funds.

12) Round 2 - Full Application:

If the Concept Note submitted by your organization is positively reviewed, the Mission will contact you to submit the full application package indicated in 'Round 2 - Full Application'

Please follow all instructions below carefully. Applications that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Applicants must ensure:

The application clearly addresses the goals and objectives of this funding opportunity

All documents are in English, and

All budgets are in U.S. dollars

Round 2 - Full Application

a. Mandatory Application Forms:

Can be downloaded from [www.grants.gov](https://www.grants.gov/web/grants/forms/sf-424-short-organization-family.html) from <https://www.grants.gov/web/grants/forms/sf-424-short-organization-family.html>

SF-424 (Application for Federal Assistance – organizations) at Grants.gov

SF424A (Budget Information for Non-Construction programs) at Grants.gov

SF424B (Assurances for Non-Construction programs) at Grants.gov

b. Summary Page:

Cover sheet stating the applicant name and organization, Unique Entity Identifier (UEI) in the System for Award Management (SAM.gov), proposal date, project title, proposed project start and end dates, amount of funds requested, and brief description of the project.

c. Proposal:

The proposal should contain sufficient information so that anyone not familiar with the subject of the proposed project would understand exactly what the applicant intends to do. You may use your own proposal format, but it must include all the items below.

d. Project applicant information

Project contact information, Project location, Project purpose that summarizes the project objectives, proposed activities, and desired results, including any intended contributions to broader host country or community aims or objectives, Project activities description and timeframe that present the project tasks in chronological order and list the major milestones with target dates for achieving them (Note: Applicants may propose project periods of up to 60 months [five years]). Theory of change that describes how the project activities and outputs will help achieve any broader host country or community aims or objectives. For example, if a broader goal is economic development, how will the activities and outputs directly contribute towards achieving that goal? Statement of importance highlighting the historic, architectural, artistic, or cultural (nonreligious) values of the site, collection, or form of traditional expression. Maintenance plan outlining the steps or measures that will be taken to maintain the site, object, or collection in good condition after the AFCP-supported project is complete; or, in the case of forms of traditional cultural expression, to preserve and disseminate the documentation, knowledge, or skills gained from the project ☐ Implementer public awareness plan

describing how the applicant intends to highlight and amplify AFCP-supported activities through print, electronic, and social media platforms. Detailed project budget, demarcated in one-year budget periods (2021, 2022, 2023, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs) and indicates funds from other sources

e. **Budget Justification Narrative:** After filling out the SF-424A Budget (above), use **Annexure 2 - AFCP2022-Budget** format to describe each of the budget expenses in detail. Budgets submitted in other formats will not be accepted. See section 8. for guidelines for Budget Submissions.

f. **Attachments:**

CVs or résumés of key personnel who are proposed for the project ☐ Supporting documents including, at a minimum and required, five (5) high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site, object, or form of expression and, in the case of a site or object, show the urgency or need for the proposed project (collapsing walls, water damage, worn fabric, broken handle, etc.), any historic structure reports, restoration plans and studies, conservation needs assessments and recommendations, architectural and engineering records, and other planning documents compiled in preparation for the proposed project Proof of official permission to undertake the project from the office, agency, or organization that either owns or is otherwise responsible for the preservation and protection of the site, object, or collection. PDF of your most recent NICRA if your organization has a NICRA and includes NICRA charges in the budget.

13. Application Review Process:

The Cultural Heritage Center in the Bureau of Educational and Cultural Affairs (ECA) will conduct its review process in late 2021 and early 2022.

14. Criteria:

Each application will be evaluated on its technical eligibility, responsiveness to the AFCP program objectives, and the quality of the application contents (Proposal, Attachments, etc., as stated above).

Review and Selection Process

Review panels at the Mission, AFCP program, and bureau levels within the State Department will evaluate all eligible applications and recommend projects for funding. Awards over \$250,000 are subjected to Federal Awardee Performance and Integrity Information System (FAPIIS).

- a. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- b. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- c. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the

applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

15. FEDERAL AWARD ADMINISTRATION INFORMATION

a. Federal Award Notices:

The grant award will be written, issued and administered by the Grants Officer. The assistance award agreement is the authorizing document, and it will be provided to the recipient for review and counter signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

b. Payment Method:

Unless indicated otherwise in the Notice of Award, recipients shall request payment by completing form SF-270—Request for Advance or Reimbursement and submitting the form to the Grants Officer. Unless otherwise stipulated, recipients may request payments on a reimbursement or advance basis.

Payments shall be made in a minimum of three (3) separate installments following approval by the Grants Officer, who may negotiate the exact number amounts, and scheduling of the installments with the award recipient or set the number and amounts at his or her discretion.

c. Administrative and National Policy Requirements:

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include: 2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/> Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

d. Reporting Requirements:

Recipients will be required to submit financial reports and progress reports. The award document will specify how often these reports must be submitted.

16. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process, please contact the 'Grants Applications Manager' at MaldivesPDGrants@state.gov